

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

C-834 A

Page 1 of 9

Agency
CHARLES COUNTY GOVERNMENT

Division/Unit
FISCAL SERVICES

Item No.	Description	Retention
1	GENERAL CORRESPONDENCE Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all correspondence of the department or it's division.	Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department or it's divisions. Transfer periodically to the MD State Archives.
2	TIME AND ATTENDANCE Files may contain some or all of the following: leave requests, comptime request, weekly timesheets, etc.	Retain for 3 years, then destroy.
3	EMPLOYEE PERSONNEL RECORDS Files may contain some or all of the following: evaluations, awards, training, written correspondence, etc.	Retain for 3 years after termination, then destroy.
4	FISCAL YEAR BUDGETS Budget expenditure files for department/division, tracking of expenses, invoices, purchase orders, check requests, budget transfer requests, etc.	Retain for 3 years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Date

Signature

Typed Name Eugene T. Lauer

Title County Administrator

Schedule Authorized by State Archivist

Date

JUL 13 2000

Signature

Edward C. [Signature]

CHARLES COUNTY GOVERNMENT
RECORDS MANAGEMENT DIVISION
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(Continuation Sheet)

Schedule No.

C-834A

Page 5 of 9

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CHARLES COUNTY GOVERNMENT

Division/Unit
FISCAL SERVICES

Item No.	Description	Retention
<u>ACCOUNTING DIVISION (contd)</u>		
10	BANK STATEMENTS, CANCELED CHECKS, AND RECONCILIATIONS May include information on imprest bank accounts, general accounts payable bank accounts, escrow accounts, savings accounts, or investment accounts.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
11	GENERAL LEDGER ACCOUNT RECONCILIATIONS Includes accumulative transaction reports, account balance reports, worksheets(paper or LOTUS), and any additional relevant information.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
12	FORMS 1099 AND RELATED REPORTS County copies of Forms 1099-Misc, 1099-R, 1099-INT, and 1099-S which are sent to the IRS annually. Also includes printouts of 1099 vendor transactions for the year with summary totals and backup copy of transmittal tape.	Retain for 3 years, and until all audit requirements have been fulfilled, then destroy.
13	FORMS W-9, REQUEST FOR TAXPAYER IDENTIFICATION NUMBER Forms completed and returned to County by Vendors verifying taxpayer name, address and ID Number. Used to maintain Vendor Master Files and to determine 1099 status.	Retain for 3 years after last transaction with vendor, then destroy.
14	REGISTER TAPES FROM GOLF COURSE Cash register tapes of all transactions at Pro Shop and Concession Stand at White Plains Golf Course.	Retain for 1 year, and until all audit requirements have been fulfilled, then destroy.

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(Continuation Sheet)

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C-834 A

Page 6 of 9

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Item No.	Description	Retention
<u>ACCOUNTING DIVISION (contd)</u>		
15	TREASURER'S REPORTS Daily reports and supplemental information on transactions processed through the Treasurer's Office. May include Cashier's Reports(edits and postings), check remittances, transmittal forms, copies of permits, Utilities and Accounts Receivable Billing remittances, Jury Slips, etc.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
16	DAILY CASH TRANSMITTAL REPORTS Daily reports of transactions of the White Plains Golf Course. Daily Bank Deposit slip and register tapes are attached. Used to create journal entry.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
17	LANDFILL TICKETS AND REPORTS Includes individual transaction tickets(receipts), daily cash report/transmittals, and daily transaction reports.	Retain for 1 year tickets & until all audit requirements have been fulfilled, then destroy. All other items, retain for 3 years, then destroy.
18	ACCOUNTS PAYABLE REPORTS Generated by Accounts Payable processing including: Summary Check Registers Detail Check Registers Batch Edit Lists Post Vendor Check Report Handcut and Void Check Reports and backup	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.